

July 22, 2015



The following was sent to program directors.

KAERS - You may now access!

You may now access KAERS.

These are the steps you need to complete in order to get started:

1. First, make sure all staff are made active, and make sure and complete the third tab (Add/Edit Location) this ties the staff to your program.
2. Then, make sure all Location information is correct and updated by doing the following:
 - a. **Complete contact section. (Main Contact is required and will populate KYAE website.)**
 - b. Make site active and/or add any new sites. (Remember, sites should only be used once and Learning Center should not be a site.)
 - c. Enter classes on schedule tab.
3. Now, you may begin inputting student information.

We will be checking for main contacts throughout the week, because we rely upon these to populate the contact information section of the KYAE website.

If you have any questions, contact Terry Tackett (terry.tackett@ky.gov) or Tammy Powers (tammy.powers@ky.gov).